



4 Steps to Conducting an Official Thinkfinity Training

*A Trainer's Guide to Processing Training
Registrations, Rosters, Surveys and Follow-up Forms*

(Updated 9-2-08)

Thinkfinity Training Process

Part 1: Register Training..... Slides 3-11

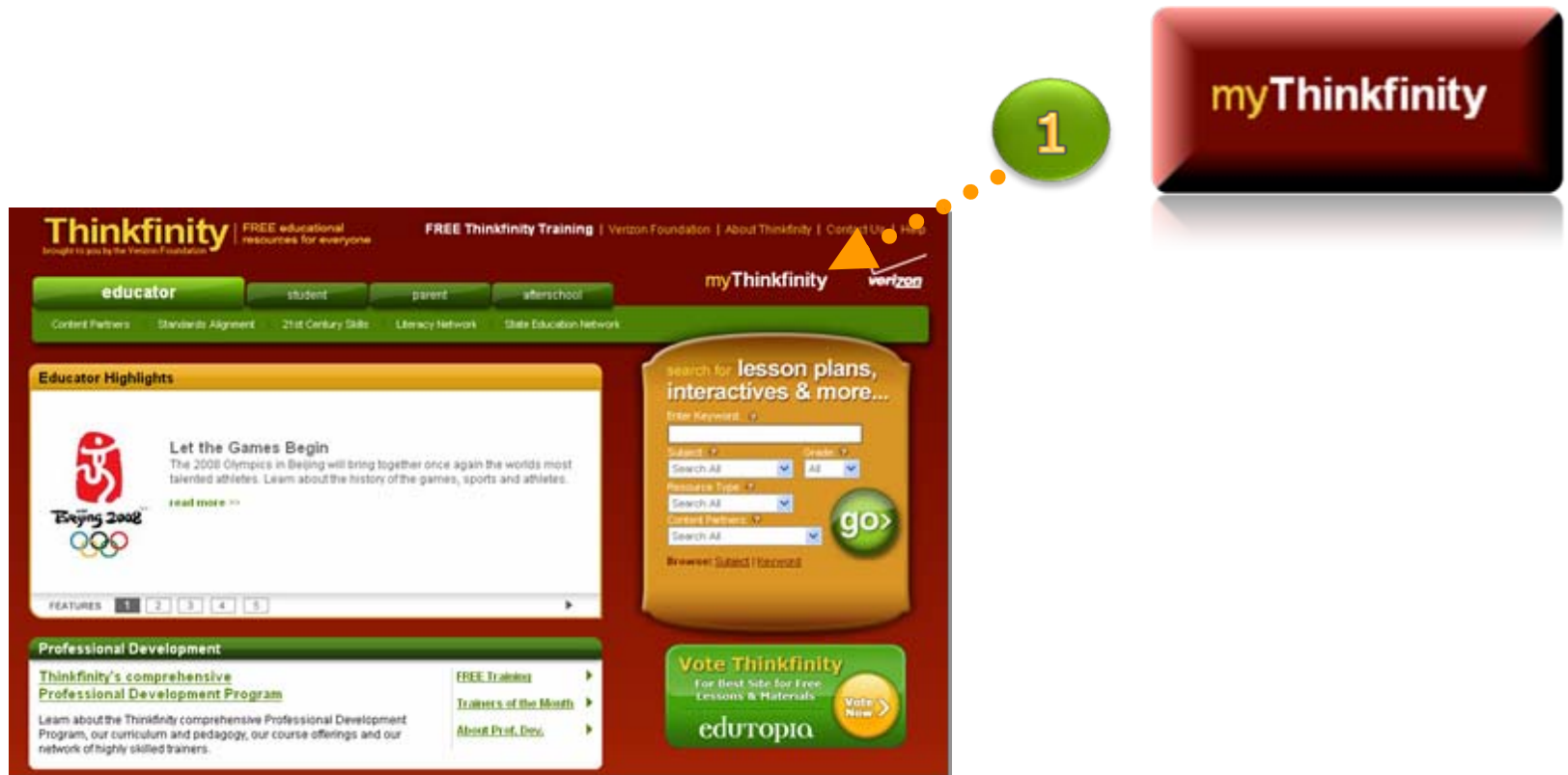
Part 2: Roster Slides 12-17

Part 3: Survey Slides 18-22

Part 4: Follow-up Report Slides 23-28

Part 1: Register Your Session

Step 1. Click on the 'myThinkfinity' Link



The image shows a screenshot of the Thinkfinity website interface. A red callout bubble with the number '1' points to the 'myThinkfinity' link in the top right corner of the website. To the right of the callout is a red button with the text 'myThinkfinity'. The website itself has a green header with the Thinkfinity logo and navigation links. Below the header is a green bar with tabs for 'educator', 'student', 'parent', and 'afterschool'. The main content area includes 'Educator Highlights' with a featured article about the 2008 Olympics, a search bar for lesson plans, and a 'Vote Thinkfinity' button.

Part 1: Sign-In

Step 2. Click 'Login Now'

my Thinkfinity

Thinkfinity is pleased to launch phase one of the new "MY Thinkfinity" space for users. By logging in below, you will be able to view training sessions you have attended and update your personal information, including your e-mail address and organization.

Trainers can also access the Trainer Toolbox, view training sessions they have conducted, and register new training sessions after logging in.

State Education Partners have additional tools specific to their Thinkfinity program available through MY Thinkfinity.

In the future, MY Thinkfinity will be expanded to include additional features and functionality, such as the ability to save searches, bookmark and tag resources, share resources with fellow users and create your own content. These tools will be designed to give you a Web 2.0 experience, with more control over the site and how you use it.

MY Thinkfinity is your ticket to personalizing this site and making it work for you.

Please select "Login Now" below and login with your Login ID (usually your e-mail address) and password and begin exploring what MY Thinkfinity has to offer. If you previously provided us with your e-mail address for receiving announcements, we will continue to inform you when updates have been made.

[Login Now](#)

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Part 1: Sign-In

Step 3. Type in your Primary E-mail address and Password

Step 4. Click 'Login'

The screenshot shows a login form titled "Login" on a dark red background. The form has a green header bar. Below it, there are two input fields: "Login ID/Primary E-mail:" and "Password:". A green "Login >" button is located at the bottom right of the form. Below the button, there are links: "Not a user? Sign up now!" and "Forgot your Password?".

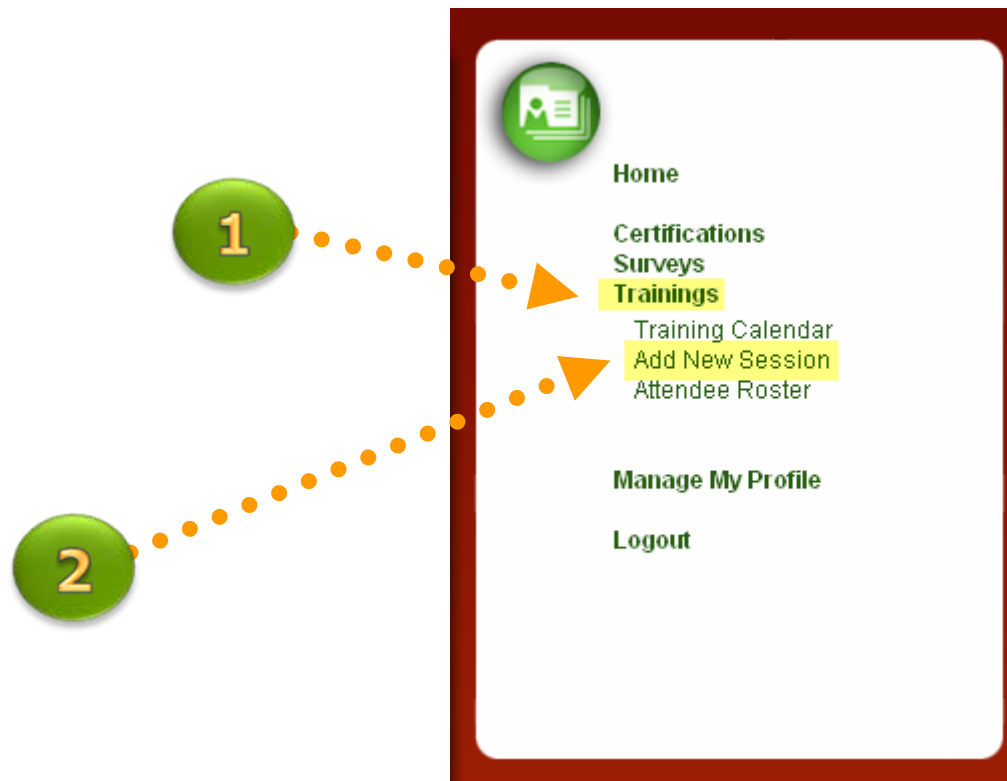
Step 3 is indicated by a green circle with the number 3 and an orange arrow pointing to the "Login ID/Primary E-mail:" input field.

Step 4 is indicated by a green circle with the number 4 and an orange arrow pointing to the "Login >" button.

Part 1: Add a Training Session

Step 1: Select 'Trainings'

Step 2: Click 'Add New Session'



Part 1: Add a Training Session

Step 3: Select your course type

Trainings Add New Session

Add Training Session

* Course Title	Select Course
* Training Requesting Organization	Search School or Organization
* Agreement Organization	<input type="text" value="select"/>
* Trainers	Dodd, Christen
* Delivery Method	<input type="text"/>
* Session Date/Time	
Session Location	<input type="text"/>
Maximum No. of Attendees	<input type="text"/>
<input type="checkbox"/> Logistics Required	

3

Part 1: Add a Training Session

Step 4: Click 'Select' by the Course Title and choose to 'Add to Session'

4a

	Course Title	Description	Intended Audience
Select	TCH-C: COMPLETE Thinkfinity Training for End Users/Teachers	This training session includes all Thinkfinity training components, some of which are: exploration of all Partner sites, navigation and searching strategies, and attendee creation of a customized Integration Plan to enhance student learning. This session may also be customized according to specific audience needs as long as all components are included.	Educators
Select	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	For this session, components are selected and customized for each training session based on the specific needs of the audience. Session components may include exploration of 1 or more Partner sites, specific navigation and searching strategies, as well as classroom integration/implementation strategies to enhance student learning.	Educators
Select	Awareness Session	Overview of Thinkfinity.org and the Content Partner Web sites.	Anyone wishing to learn about Thinkfinity.org and the Content Partner Web sites.
		This fast-paced training session guides educators, who have no prior experience with Thinkfinity, through the knowledge and skills	Educators

Selected Course Title:

Close > Add to Session >

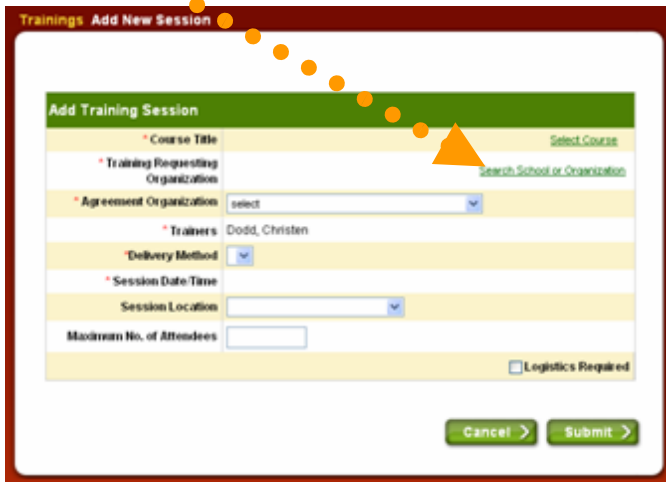
4b

Part 1: Add a Training Session

Step 5: Select your attendees' school or organization

- Choose your Country and State
- Type in one word of the school or organization
- Click 'Search'

5a



The screenshot shows the 'Add Training Session' form. An orange arrow points to the 'Search School or Organization' link next to the 'Training Requesting Organization' field.

Add Training Session

* Course Title [Select Course](#)

* Training Requesting Organization [Search School or Organization](#)

* Agreement Organization

* Trainers

* Delivery Method

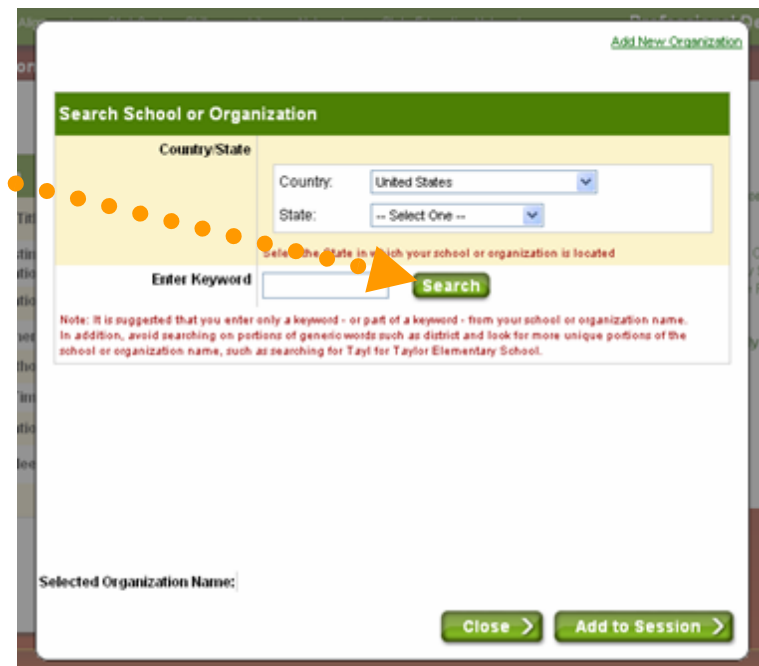
* Session Date Time

Session Location

Maximum No. of Attendees

☐ Logistics Required

5b



The screenshot shows the 'Search School or Organization' dialog box. An orange arrow points to the 'Search' button.

Search School or Organization

Country/State

Country:

State:

Select the State in which your school or organization is located

Enter Keyword

Note: It is suggested that you enter only a keyword - or part of a keyword - from your school or organization name. In addition, avoid searching on portions of generic words such as district and look for more unique portions of the school or organization name, such as searching for Tayl for Taylor Elementary School.

Selected Organization Name:

Part 1: Add a Training Session

Step 6: Scroll through the list

Step 7: Click 'Select' by the name of your attendees' organization

- Or Click 'Create New Organization' if you do not see the organization listed

Step 8: Click 'Add to Session'

The screenshot shows a web form titled "Search School or Organization". At the top right, there is a button labeled "Add New Organization" circled in red. Below this, the form has fields for "Country/State" with dropdown menus for "Country" (set to "United States") and "State" (set to "Virginia"). Below these is a "Select the State in which your school or organization is located" instruction. There is an "Enter Keyword" field with "Virginia" entered and a "Search" button. Below the search field, there are two notes: "Note: It is suggested that you enter only a keyword - or part of a keyword - from your school or organization name. In addition, avoid searching on portions of generic words such as district and look for more unique portions of the school or organization name, such as searching for Tayl for Taylor Elementary School." and "Note: Select your organization from the list. Scroll down if necessary and click on the Select link." Below the notes is a table with columns: "Organization Name", "Street", "City", and "State". The table lists three organizations: "CENTRAL VIRGINIA COMMUNITY COL" (3506 WARDS RD, LYNCHBURG, VA), "Central Virginia's National Teacher Training Institute" (Richmond, VA), and "EASTERN VIRGINIA MED SCH" (PO BOX 1980, NORFOLK, VA). Each row has a "Select" link to its left. Below the table is a "Selected Organization Name:" field. At the bottom right, there are two buttons: "Close" and "Add to Session".

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Part 1: Add a Training Session

Step 9: Complete the remaining sections and click 'Submit'

Trainings Add New Session

Add Training Session	
* Course Title	TCH-C: COMPLETE Thinkfinity Training for End Users/Teachers Select Course
* Training Requesting Organization	Thinkfinity Search School or Organization
* Agreement Organization	Thinkfinity , One Verizon Way , Basking Ridge , N <input type="text"/>
* Trainers	Dodd, Christen Invite Trainers
* Delivery Method	On-site <input type="text"/>
* Session Date/Time	8/14/2008 8:00:00 AM to 8/14/2008 4:00:00 PM Add/Change Date
Session Location	One Verizon Way ,Basking Ridge <input type="text"/> Add Training Location
Maximum No. of Attendees	30
<input type="checkbox"/> Logistics Required	

[Cancel >](#) [Submit >](#)

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Part 2: Roster Your Attendees

Step 1. Participants click on the 'myThinkfinity' Link

The diagram illustrates the first step in rostering attendees. It features a screenshot of the Thinkfinity website with a yellow triangle pointing to the 'myThinkfinity' link in the top right corner. A callout bubble with the number '1' points to this link. To the right of the screenshot is a red button with the text 'myThinkfinity'.

Thinkfinity | FREE educational resources for everyone
brought to you by the Verizon Foundation

FREE Thinkfinity Training | Verizon Foundation | About Thinkfinity | Contact Us | Help

myThinkfinity | **verizon**

educator | student | parent | afterschool

Content Partners | Standards Alignment | 21st Century Skills | Literacy Network | State Education Network

Educator Highlights

Let the Games Begin
The 2008 Olympics in Beijing will bring together once again the world's most talented athletes. Learn about the history of the games, sports and athletes.
[read more >>](#)

search for lesson plans, interactives & more...
Enter Keyword:
Subject: Grade:
Search All All
Resource Type: Search All
Content Partners: Search All
[Browse by Subject | Advanced](#)

go>

Professional Development

Thinkfinity's comprehensive Professional Development Program
Learn about the Thinkfinity comprehensive Professional Development Program, our curriculum and pedagogy, our course offerings and our network of highly skilled trainers.
[FREE Training](#) [Trainers of the Month](#) [About Prof. Dev.](#)

Vote Thinkfinity
For Best Site for Free Lessons & Materials
[Vote Now >](#)
edutopia

Part 2: Roster Your Attendees

Step 2. Participants click 'Login Now'



my Thinkfinity

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In the future, MY Thinkfinity will be expanded to include additional features and functionality, such as the ability to save searches, bookmark and tag resources, share resources with fellow users and create your own content. These tools will be designed to give you a Web 2.0 experience, with more control over the site and how you use it.

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Please select "Login Now" below and login with your Login ID (usually your e-mail address) and password and begin exploring what MY Thinkfinity has to offer. If you previously provided us with your e-mail address for receiving announcements, we will continue to inform you when updates have been made.

[Login Now](#)

Part 2: Roster Your Attendees

Step 3. Participants will need to create a myThinkfinity account

Note: If they already have an account they can type in their Primary E-mail address and Password and click 'Login'

Login

Login ID/Primary E-mail:	<input type="text"/>
Password:	<input type="password"/>

[Login >](#)

3 ... **Not a user? Sign up now!**
Forgot your Password?

Part 2: Roster Your Attendees

Step 4. Participants click on 'Trainings'

Step 5. Participants select 'Attendee Roster'



Part 2: Roster Your Attendees

Step 6. Participants should select your course

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View Training Sessions

Previous Day

Training Date 8/13/2008

Go

Next Day

Start Time	Location	Course Type	Trainer Name	Trainer Type
8/13/2008 1:00:00 PM	Dover , Delaware	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Sally Dodd	Field Trainer 2
8/13/2008 1:00:00 PM	Irving , Texas	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Cathleen McCartney	Field Trainer 2
8/13/2008 9:00:00 AM	FAULKTON , South Dakota	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Dave Cummings	Field Trainer 2
8/13/2008 9:00:00 AM	FAULKTON , South Dakota	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Mia Ollam	Field Trainer 2
8/13/2008 9:00:00 AM	FAULKTON , South Dakota	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Gregory Brooks	Field Trainer 2
8/13/2008 3:30:00 PM	Phenix City , Alabama	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Rachel Hoffmeister	Field Trainer 2
8/13/2008 8:30:00 AM	Belmont , West Virginia	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Peter Leone	Cadre Trainer
8/13/2008 12:30:00 PM	Belmont , West Virginia	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Sharon Morkunas	Cadre Trainer
8/13/2008 12:30:00 PM	Morgantown , West Virginia	Awareness Session	Cecil Reed	Field Trainer 2

Part 2: Roster Your Attendees

Step 7. Participants click 'Roster'

Step 8. The roster step is complete!

View Training Session	
Course Title	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers
Training Request Organization	FAULKTON SCHOOL DISTRICT 24-2
Session Location	FAULKTON South Dakota
Session Date(s)	8/13/2008 9:00:00 AM to 8/13/2008 11:00:00 AM
Delivery Method	On-site
Trainer Name	Dave Cummings

Please roster into Training Session

[< Return To List](#)

[Roster >](#)

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Part 3: Survey Your Attendees

Step 1. Participants click on the 'myThinkfinity' Link

The diagram illustrates the first step of the survey process. A red button labeled "myThinkfinity" is shown on the right. A callout bubble with the number "1" points to the "myThinkfinity" link on the Thinkfinity website. The website screenshot shows the "myThinkfinity" link in the top right corner, next to the Verizon logo. The website also features a search bar for lesson plans, interactives, and more, and a section for Professional Development.

Part 3: Survey Your Attendees

Step 2. Participants click 'Login Now'



my Thinkfinity

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[Login Now](#)

Part 3: Survey Your Attendees

Step 3. Participants type their Primary E-mail addresses and Passwords

Step 4. Participants click 'Login'

The screenshot shows a login interface within a dark red border. At the top left of the interface is the word "Login" in yellow. Below it is a white box containing a green header bar. Under the header bar are two input fields: "Login ID/Primary E-mail:" and "Password:". To the right of these fields is a green button with the text "Login >". Below the input fields, there is a link that says "Not a user? Sign up now!" and "Forgot your Password?".

Step 3 is indicated by a green circle with the number 3 and a dotted line with an arrow pointing to the "Login ID/Primary E-mail:" input field.

Step 4 is indicated by a green circle with the number 4 and a dotted line with an arrow pointing to the "Login >" button.

Part 3: Survey Your Attendees

Step 5. Participants select 'Surveys'

Step 6. Participants click 'Complete A Survey'



Part 3: Survey Your Attendees

Step 7. Participants complete any pending surveys

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Surveys Complete Surveys Surveys

You have the following surveys pending.

8/13/2008 TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers in FAULKTON, South Dakota

Conducted by Dave Cummings

[TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers Survey \(available until 8/27/2008\)](#)

Part 3: Survey Your Attendees

Bonus! Participants may print certificates of completion.

- Go to training calendar
- Click on your session
- Click on Completion Certificate

The screenshot illustrates the steps to survey attendees through the Thinkfinity website. A navigation menu on the left includes links for Home, Certifications, Surveys, Trainings, Training Calendar, Add New Session, Attendee Roster, Manage My Profile, and Logout. The Training Calendar is highlighted with a yellow background. A calendar view for August and September 2008 shows a session on August 7th. A detailed view of this session is shown on the right, with a yellow background. The session details include Course Title, Training Request Organization, Session Location, Session Date(s), Delivery Method, Trainer Name, and Trainer Type. A link for the Completion Certificate is provided at the bottom right of the session details, along with a 'Return To List' button.

A Home
Certifications
Surveys
Trainings
Training Calendar
Add New Session
Attendee Roster
Manage My Profile
Logout

B

C

View Training Session	
Course Title	TCH-P: PARTIAL Thinkfinity Training for End Use Teachers
Training Request Organization	REDMOND JUNIOR HIGH SCHOOL
Session Location	REDMOND Washington
Session Date(s)	8/27/2008 2:00:00 AM to 8/27/2008 4:00:00 PM NA
Delivery Method	On-site
Trainer Name	Schmitt, Karen
Trainer Type	Field Trainer

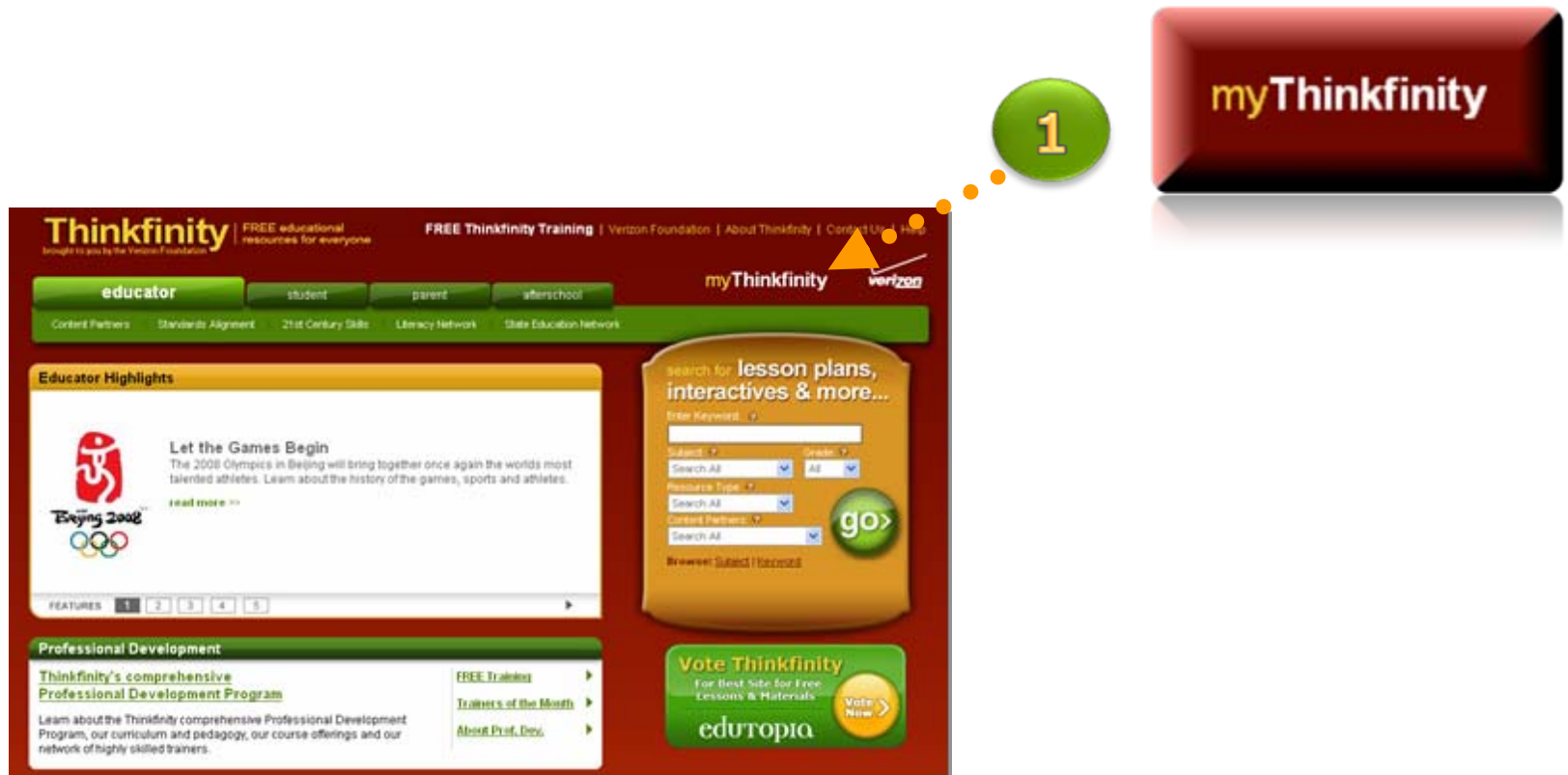
[Completion Certificate](#)

You are rostered in as a participant of this session.

[Return To List](#)

Part 4: Follow-up Form

Step 1. Click on the 'myThinkfinity' Link



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The website header includes the Thinkfinity logo, the text 'FREE educational resources for everyone', and navigation links for 'FREE Thinkfinity Training', 'Verizon Foundation', 'About Thinkfinity', 'Contact Us', and 'Help'. Below the header is a green navigation bar with tabs for 'educator', 'student', 'parent', and 'afterschool'. The 'educator' tab is selected, and below it are links for 'Content Partners', 'Standards Alignment', '21st Century Skills', 'Literacy Network', and 'State Education Network'.

The main content area is divided into two columns. The left column features 'Educator Highlights' with a section titled 'Let the Games Begin' about the 2008 Olympics. The right column has a search box for 'lesson plans, interactives & more...' with fields for 'Enter Keyword', 'Subject', 'Grade', 'Resource Type', and 'Content Partners', and a 'go>' button. Below the search box is a 'Vote Thinkfinity' section with a 'Vote Now' button.

Part 4: Follow-up Form

Step 2. Click 'Login Now'

2

my Thinkfinity

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[Login Now](#)

Part 4: Follow-up Form

Step 3. Type in your Primary E-mail address and Password

Step 4. Click 'Login'

The screenshot shows a login interface within a dark red border. At the top left of the interface is the word "Login" in yellow. Below it is a white rectangular form area. Inside this area, there is a green header bar. Below the header bar, the form is divided into two rows. The first row has the label "Login ID/Primary E-mail:" followed by a white text input field. The second row has the label "Password:" followed by a white text input field. To the right of the input fields, there is a green button with the text "Login >". Below the input fields, there is a link that says "Not a user? Sign up now!" and another link that says "Forgot your Password?".

Step 3 is indicated by a green circle with the number 3 and a dotted line with an arrow pointing to the "Login ID/Primary E-mail:" input field.

Step 4 is indicated by a green circle with the number 4 and a dotted line with an arrow pointing to the "Login >" button.

Part 4: Follow-up Form

Step 2: Select 'Follow-up Form'

Trainings Training Calendar View Training Session

View Training Session Trainer Details Roster

View Training Session

Date Created	8/14/2008
Created By	Dave Cummings
Course Title	TCH-C: COMPLETE Thinkfinity Training for End Users/Teachers
Training Request Organization	Thinkfinity One Verizon Way Basking Ridge New Jersey
Agreement Organization	Thinkfinity One Verizon Way Basking Ridge New Jersey
Session Location	One Verizon Way Basking Ridge New Jersey
Session Date(s)	8/7/2008 7:30:00 AM to 8/7/2008 4:30:00 PM
Delivery Method	On-site
Training Status	Confirmed Session
Notes	
Note Type	Foundation Only Note

Follow-up Form

Exit > Save Changes >

2

Part 4: Follow-up Form

Step 3: Complete Follow-up Form, select 'Submit'

Course Sessions

Training Session Follow-up

Training Session Follow-up (TCH and TRN)

Course Session Information

8/7/2008 TCH-C: COMPLETE Thinkfinity Training for End Users/Teachers in Basking Ridge, New Jersey

Conducted by Dave Cummings

1. Did the contact(s) attend?
If so, who attended?

5. Is there anything else that you would like the Thinkfinity team to know about your Training Session?

☐ Flag This Follow-up Form ?

Cancel > Submit >

Thank You!

You have now completed the
***4 Steps to Conducting an
Official Thinkfinity Training***